



GEORGIA CHILD CARE TRAINING APPROVAL SYSTEM

Georgia Child Care Training Approval System • The Georgia Center for Continuing Education
1197 S. Lumpkin, Suite 298 • Athens, Georgia 30602-3603 • (770) 339-5223

TRAINER QUALIFICATIONS APPLICATION

Name _____ E-Mail Address _____

____ Dr. ____ Mr. ____ Ms.

Mailing Address _____
(street) (city, state) (zip code)

Work Phone _____ Home Phone _____ Fax _____

Employer _____ Job Title _____

For Office Use Only:

Date Received _____

Date Decided _____

Status _____

Trainer Code _____

Trainer Qualifications Application Checklist

The following required information must be submitted. Failure to complete the application entirely will result in the deferral of the application and a delay in processing time. Please do not submit originals, as training approval application materials will not be returned.

- ☐ Trainer Qualifications Application
- ☐ Copy of diploma, degree, or transcripts
- ☐ Documentation of adult learning/adult education
- ☐ Professional resume
- ☐ Professional letters of recommendation

ADDITIONAL INSTRUCTIONS FOR COMPLETING THIS APPLICATION CAN BE
FOUND IN THE REFERENCE GUIDE

TRAINER QUALIFICATIONS APPLICATION

1. EDUCATIONAL BACKGROUND (Check all that apply):

Attach documentation (i.e., diploma, transcript). A minimum of a bachelor's degree from an accredited college or university is required)

- ☐ Bachelor's Degree in _____
- ☐ Master's Degree in _____
- ☐ Ph.D. / Ed.D / Ed.S. in _____
- ☐ Specialty Area degree, certificates, credentials, etc. _____

2. TRAINING IN ADULT EDUCATION / ADULT LEARNING:

The following is a list of adult education/adult learning options. (Write the number of hours of each that apply).

Attach documentation (i.e. certificates, syllabus). A minimum of 60 clock hours or the equivalent is required.

- _____ 60 clock hours of training in topics related to adult learning and/or adult education
- _____ 6 CEUs of training in topics related to adult learning and/or adult education from an accredited college or university
- _____ 6 semester hours of academic credit in topics related to adult learning and/or adult education from an accredited college or university
- _____ 1 hour VHS video of applicant demonstrating the application of principles of adult learning accompanied by an instructional plan/content outline for training
- _____ Completion of a training and development certification program from a college/university continuing education program or organization whose primary purpose is preparation of training and development professionals (i.e., ASTD, Covey)
- _____ Completion of a degree in Adult Education, Human Resources Development, or related area from an accredited college/university

3. EXPERIENCE WITH CHILDREN

A minimum of three years experience in topic area is required. Documentation of experience must be provided in professional resume, certificates, and/or diploma.

List number of **years** of professional work experience you have with each group listed below.

- _____ Home-based Care _____ Administration _____ Special Needs _____ Children Ages 0-2
- _____ Children Ages 3-4 _____ Children Ages 5-6 _____ Children Ages 7-9 _____ Children Ages 10+

4. EXPERIENCE WITH CONTENT

Attach documentation of qualifications and/or training you have in the topic area(s) you wish to train.

TRAINER QUALIFICATIONS APPLICATION

Circle the competency goals* for which you have received training or have had extensive experience.

Early Care & Education	ECE	1	2	3	4	5	6	7		
School-Age Care	SAC	1	2	3	4	5	6	7		
Administrator of ECE/SAC Programs	ADM	1	2	3	4	5	6	7	8	9

*Competency goals are included in the reference guide.

4. EXPERIENCE CONDUCTING TRAINING SESSIONS

Write the number of training sessions you have conducted in each setting in the last three years

- In-house (Training in own center or program)
 On-site (Other programs)
 Professional Meetings/Conferences

The following information is voluntary and is not a criterion of the trainer qualifications application.

5. LANGUAGE OF TRAINING

Will you offer the training in a second language? If so, what language _____

6. TRAINING REGIONS

Check the regions in which you are willing to train (see map on below for regions)

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

GEORGIA DEPARTMENT OF HUMAN RESOURCES REGIONS



TRAINER QUALIFICATIONS APPLICATION SCORE SHEET

All of the following criteria must be met prior to approval

Scoring Category	Meets	Does Not Meet
Educational Background Minimum of bachelor's degree from an accredited college or institution Comments:		
Education/Training in Adult Education/Adult Learning Minimum of one of the criteria listed in application Comments:		
Content Qualifications Extensive training/education in the content area Comments		
Experience with Topic Area Minimum of three (3) years experience Comments:		
Copy of Professional Resume or Curriculum vitae		
Professional Letters of Recommendation		

For more information contact:
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